14th November 2023 **PARENT GOVERNOR ELECTION 2023**

Dear Parent/Carer,

I am writing to you to notify you of a vacancy on the school’s Governing Body for a Parent Governor as one of our current Parent Governors has decided to stand down from his role.

The Governing Body, with the Headteacher, has overall responsibility for the running of the school. Governing bodies have three core strategic functions:

* Ensuring clarity of vision, ethos and strategic direction for the school
* Holding the Headteacher to account for the educational performance of the school and its pupils
* Overseeing the financial performance of the school and making sure its money is well spent.

Whilst no special qualifications are needed for the Parent Governor role it is most important to have a keen interest in the school as a community stakeholder and be prepared to play an active part in the governing body’s work. We would particularly welcome nominations from parents with the following knowledge and skills:

* Being able to give time to the role and wanting to help achieve the best possible outcomes for students
* Willingness to develop the role through appropriate Governor training
* The ability to read Governing Body papers and understand data presentations.
* Some financial knowledge/skills would be useful
* Women are under-represented on the Governing Body

Governors are expected to attend a minimum of two meetings per school term and to sit on one of the two Governing Body Committees. As a new Governor you will have an experienced Governor to support you as a ‘Buddy’ for a term or so in order to help you ‘find your feet’. Training is available for all governors and those new to being a governor are required to attend a free ‘Induction Training’ course.

Parents/carers who have paid employment in the school for 500 or more hours per academic year or who are elected members of the Local Authority, are not eligible to stand in these elections. Nominations must be from parents or carers with children at the school on the day that nominations close.

If you would like to stand for election, please collect and complete a nomination form available from the school reception or to download from the school’s website and return it to the reception **no later than Wednesday 29th November at 4.00pm**. You should also include a short personal statement to support your nomination which should be no longer than 200 words. Self-nominations will be accepted but if you are nominating another parent, please ask their prior consent. If there is more than one nomination there will be an election by secret ballot. If that is necessary, voting papers will be sent to all parents together with details of the ballot procedure.

Yours faithfully,



Paul Woods - Headteacher